

Notice of Job Opening

Position: Youth Aide- At Risk

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

** Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

Department: Police

Number of Vacancies to be filled: 1

Rate of Pay: \$36,001.00/year @ 37.5 hours/week

Schedule: Monday – Friday: 9:00 am – 5:00 pm

Application Deadline: **11:59 pm on Tuesday, March 8th, 2022**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Tuesday February 8, 2022.

YOUTH AIDE (At Risk)

DISTINGUISHING FEATURES OF THE CLASS: The work of a Youth Aide involves responsibility for a full range of client/case management activities, as well as program identification and development. These activities include assisting with client assessments and development of an individual service strategy plan for 9-18 year old youth at risk. Evaluation of youth support strategies involves maintenance of both hard copy and computer-based case files and the preparation of summary reports for the employee's supervisor. Other responsibilities include identifying and developing community resources and linkages for case referral and developing positive relations with youth, parents, school staff and community leaders.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists existing programs in identifying and linking clients to interests/needs;
- Ensures implementation of the service strategy by monitoring/revising, reviewing client's progress and linking/coordinating the network supports and services toward achieving their goals;
- Advocates and provides support services including training or assistance with individual empowerment;
- Recommends programs/agencies to assist in interpersonal and family communications and development;
- Participates in joint planning and staff meetings for evaluation and review of progress of clients;
- Maintains all necessary forms and records pertinent to a case as part of the case record;
- Participates in on-going continuing education, understanding trends in youth service delivery as it pertains to at-risk youth and youth/law enforcement relationships;
- Uses computer programs and databases for required reports and statistics;
- Works with case management unit to provide assigned office coverage and assistance as needed;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Familiar with social casework practices;
- Ability to establish and maintain successful relationships with others;
- Skill in interviewing, writing, spelling and recording;
- Ability to create and run youth-based programs;
- Good knowledge of computer software programs.
- Ability to express oneself and understand oral and written directions;
- Ability to maintain orderly case files and to prepare summary reports;
- Ability to maintain objectivity in dealing with others who may be under emotional stress;
- Emotional maturity;
- Resourcefulness

- Sound judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree ; OR
- (B) An Associate's degree in human services, criminal justice or a related field and two (2) years of paid experience in case management and service delivery design.

NOTE: Flexible hours required including evenings and weekends, according to grant specifications for after-hours and Saturday meetings with clients.